UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

December 20, 2019

MEMORANDUM

SUBJECT: Conference-Related Spending for the January 2020 National Information Technology / Information Management Conference

FROM: _Wesley J. Carpenter_
        Donna J. Vizian, Principal Deputy Assistant Administrator
        Office of Mission Support

TO: Doug Benevento, Associate Deputy Administrator
        Office of the Administrator

The purpose of this memorandum is to request your approval for all conference-related expenses for the National Information Technology / Information Management (IT/IM) Meeting from January 7-9, 2020, at EPA's Research Triangle Park Campus. This conference had been previously approved by the Region 1 Regional Administrator with concurrence by OCFO as an exemption to the conference policy as an internal mission meeting; however, due to the increase interest in the conference this year the estimated costs will rise above $100,000 and now requires approval by the Associate Deputy Administrator.

Region 1 and OMS-EI are partnering with RTP to host the IT/IM conference for EPA's IT/IM community, including senior leadership, management and staff. The focus of the conference is to explore past successes/lessons learned, examine current activities and develop strategic plans for managing IT/IM across the agency. Attendees from across the agency will include Senior Information Officials, Regional Information Resources Management Branch Chiefs, and Headquarter Program Office Information Management Officials.

As noted, the January 2020 conference has generated an incredible amount of interest in the IT/IM community due to the CIO's priority on partnership, data accessibility and transparency, and innovative approaches to common and routine processes. In addition, the agenda provides attendees opportunities to discuss various ongoing and upcoming projects, programs and systems. During this conference, participants will learn about the IT/IM concerns and ongoing issues from agency senior leadership and peers in a session entitled "What Keeps You Up At Night." OMS-EI Wildly Important Goals will be presented, including what has been done to further those goals over the past year and what plans are being made for further success in the coming year. OMS-EI will also offer demonstrations on various tools that EPA staff should be leveraging today along with various new applications that have been developed in-house and may provide the potential to be leveraged by additional organizations.

Justification of Contractor Costs: The estimated contractor cost is $8,200; this estimate includes $7,300 conference planning and preparation, note taking support, and conference summary/action item development and $900 for contractor travel to provide training and demonstrations of tools and systems.

Justification of EPA Employee Costs: The estimate cost for EPA employee travel and per diem is $102,000.

cc: Vaughn Noga
        Wesley Carpenter
        Patrick Grimm
        Marilyn Braxton

Information Technology & Information Management (IT/IM) National Meeting
Description of National Meeting

The Information Resources Management Branch Chiefs (IRM-BCs) in all Regions and RTP, Cincinnati and NEIC generally manage all information technology and services for their locations. IRM-BCs plan, approve procurement of, implement, operate and maintain all of the location's technology services from the Wide Area Network (WAN) core switch to the location employees' desktop. IRM-BCs also manage the location's information services such as Records, FOIA, Library, Geographic Information Service (GIS), National Environmental Information Exchange Network (NEIEN) grants, and information quality programs. IRM-BCs are delegated authority to approve IT purchases and approve IT purchases for Section 508 compliance. They are also responsible for implementing the Agency's Information Technology/Information Management (IT/IM) policy; developing and implementing an information security program in the Region; and for ensuring that the Region's information management activities are in accordance with these policies and programs.

The IRM-BCs meet on a quarterly basis in person or virtual to discuss issues of mutual concern; to share information; and to develop input to submit to Office of Mission Support (OMS) during development and implementation of information technology/information management decisions, project and programs.

The IRM-BCs meetings are held in accordance with the Agency Lead Region Process managed by the Office of Regional Operations. The Lead Region for OMS is responsible for coordinating participation of the Mission Support Division Director and the IRM-BCs during OMS's decision-making process.

The Agency Lead Region System is an important vehicle to insure regional input is sought and considered in the work of EPA. The current Lead Region structure has been in place since June 1984. The purpose of the Lead Region System is to ensure the quality of the Agency's decisions by providing an organized and consistent and effective regional role in all major phases of Agency decision-making. Assigned Lead Regions are responsible for working with their respective National Program Managers (NPMs) to identify and synthesize the concerns of all ten regions into a regional view that can be effectively factored into Agency decision-making. NPMs are responsible for soliciting and incorporating input form their Lead Regions on major policy, regulatory and resource decisions.

The purpose of this memo is to request conference-related expense approval for the IT/IM National Meeting at EPA's facility in Research Triangle Park (RTP), North Carolina from January 7–9, 2020.

Region 1 and OMS-EI are partnering with RTP to host this conference for EPA's IT/IM community; including senior leadership. management, and staff. The focus of this conference is to explore past successes/lessons learned, examine current activities and develop strategic plans for managing IT/IM across the Agency. Individuals currently signed up to attend this year's meeting range from Senior information Officials (SIOs) to Regional Information Resources Management Branch Chiefs (IRM-BCs) and Headquarter Program Office Information Management Officials (IMOs).

The January 2020 meeting has generated an incredible amount of interest in the IT/IM community due to the CIO's priority on partnership, data accessibility and transparency, and innovative approaches to common and routine processes. In addition, the attached agenda will provide attendees an opportunity to discuss various ongoing and upcoming projects, programs and systems. During this meeting, participants will learn about the concerns and ongoing issues from senior leadership down to their peers in a session entitled "What Keeps You Up At Night." They will have interactive discussions about the OMS-EI Wildly Important Goals (WIGs); including what has been done to further those goals over the past year and what plans are being made for further success in the coming year. OMS-EI will also offer micro demonstrations on various tools that EPA staff should be leveraging today along with various new applications that have been developed in-house and may provide the potential to be leveraged by additional organizations.

Historically, the meeting had a waiver from conference spending because the cost was under the $100K threshold. With our desire to promote collaboration among the entire IT/IM community, OMS-EI senior leadership has decided not to limit participation, but rather request permission for a larger gathering of participants.